# Communicating with your Players Once the Event is Set Up

(This can only be done with internet access.)

a. **Publishing your tournament on the internet**
   - ➢ Select Internet and click Publish
     or click the internet icon from the tool bar.

   - ➢ The Tournament Online box will appear.
     You may post your message to the public
     by entering your text to the message box.

   - ➢ Click Publish on the left of the box.
     Your Tournament will be published.

   - ➢ When 3 green checks show against the task
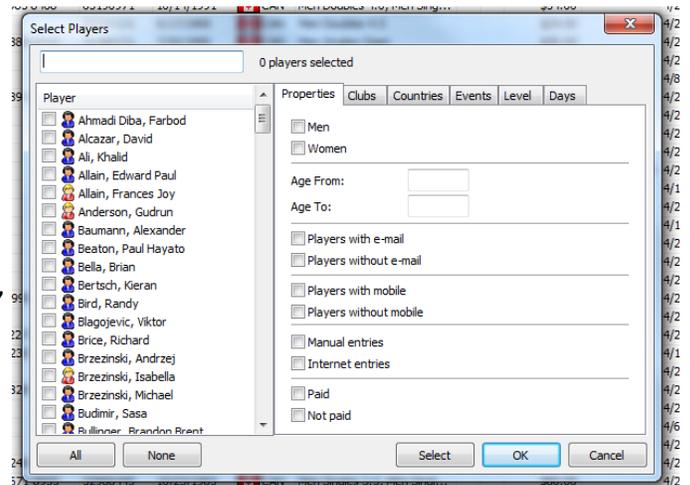   on the task box, publish is finished.
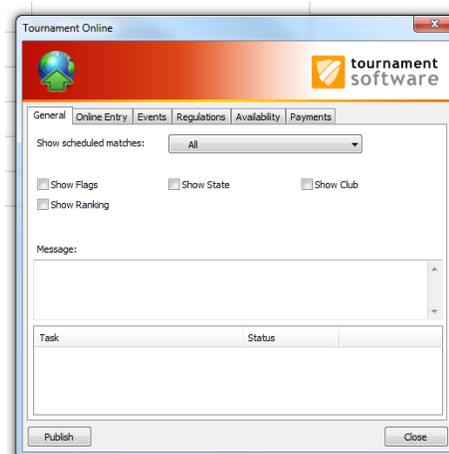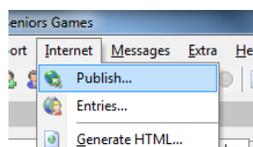
Search your tournament on the tournament website at tc.tournamentsoftware.com. Copy the URL and post it to your Club or PTA website so that players can track the progress of the tournament.

b. **Sending players Emails**
   - Setting up
     Click Extra on the menu tab and choose Options from the drop menu.
     - ➢ To send emails you need to enter your email address
       and internet provider's outgoing mail server (SMTP).
     - ➢ You can google for relevant SMTP or contact
       your email service provider.
     - ➢ You should check 'My server requires authentication'
       and your password will be the one you use to login
       to your email account.
     - ➢ Some free email providers do not allow emails
       to be sent from desktop applications as they
       consider this potential spamming software so
       you may need to set up a new email account.
     - ➢ Firewalls and anti virus settings may have to be
       reconfigured to allow sending of emails from TP
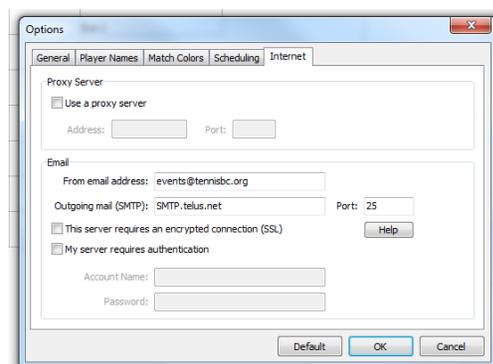
- Send emails to players
  - ➤ Click Messages on the menu tab and choose Send players emails…
  - ➤ The following window will open.
  - ➤ On the left, you can select players individually by clicking in the box next to them or click 'All'.
  - ➤ On the right, you can pick a selection of players based on a variety of options i.e. Properties, Clubs, Countries, Events, Level, or Days.
  - ➤ Once you have made your choices, click Select and the relevant players will be checked. Then click OK.
  - ➤ A Mail Players box will open allowing you to create your message.
  - ➤ The Subject will default to the Tournament Name and the Body is where you type your relevant message. (You may edit your subject if you wish.)
  - ➤ Once complete, click the Send button on the left.
  - ➤ A prompt will appear telling you that a message has been created. Click OK
  - ➤ Another prompt will appear saying that you have 'unsent messages, do you want to send them now'. If you choose 'No', TP will automatically save them to the Message section for you to send later.
  - ➤ Once you select 'Yes' to sending emails, the following box will appear with three options.

  - ➤ The third option can be chosen only if you have published your tournament.
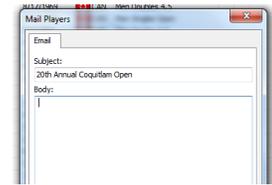
You may also send an individual email to a player as follows:

At Players section, right click the player's name.
A window will open. Click Send Email.
The Mail Players box will also open.